

Volunteer Schedule Fall 2019

Date	Sides persons/ Counters	Phone	Fellowship	Phone
SEPT 8	(1)Joe/Lynda Wood	449-2477	(1)Erma Price/Connie Ballard Marilyn Thompson/Jeannie Donald	472-9670/449-9671 450-4057/440-2279
15	(2) Ruth/Laurel Lawrence	444-9098	(2)Anne MacMullin/KittyDonelan Marjorie Boone/Bernice Urquhart	472-8077/453-1349 472-3648/449-2947
22	(3)Ben Mersereau Dennis Williams	457-0558 474-0304	(3)Darlene/Mike Greenbank Jeanne Sayre/Louisa Rice	260-9372 472-5823/385-9116
29	(4)Erma Price Connie Ballard	472-9670 449-9671	(4) Mary Wilson/Bob Thomas Alexa Trusiak/Lisa Stewart Munn	472-7008/472-2000 262-0964/455-3617
OCT 6	(5)Steve Hart Sharyn Nicholls	444-8097 457-2136	(5)Ruth/Alex Lebarron Donna Bartley/Cherice Newman	444-8891 444-0410/472-9200
13	(7)Donna Price Cathleen Chambers	450-7917 206-2045	(6) Don/Irene Adams Fran Demmons/Sharon Cote	472-4366 452-1532/471-3396
20	(6)Wayne Knorr Roger Schwartz	472-7468 472-9670	(7)Joe / Lynda Wood Natalie Reid/Kathy Sinstadt	449-2477 458-5229/262-9118
28	(1)Joe/Lynda Wood	449-2477	(1)Erma Price/Connie Ballard Marilyn Thompson/Jeannie Donald	472-9670/449-9671 450-4057/440-2279
NOV 3	(2)Ruth/Laurel Lawrence	444-9098	(2)Anne MacMullin/KittyDonelan Marjorie Boone/Bernice Urquhart	472-8077/453-1349 472-3648/449-2947
7	(8)Nancy Stephens Maureen Sparks	472-6308 474-0177	(3)Darlene/Mike Greenbank Jeanne Sayre/Louisa Rice	260-9372 472-5823/385-9116
17	(3)Ben Mersereau Dennis Williams	457-0558 474-0304	(4) Mary Wilson/Bob Thomas Alexa Trusiak/Lisa Stewart Munn	472-7008/472-2000 262-0964/455-3617
24	(4)Erma Price Connie Ballard	472-9670 449-9671	(5)Ruth/Alex Lebarron Donna Bartley/Cherice Newman	444-8891 444-0410/472-9200
DEC 1	(5)Steve Hart Sharyn Nicholls	444-8097 457-2136	(6) Don/Irene Adams Jeanne Sayer/Tara O'Reagan	472-4366 472-5823/459-1870
8	(6)Roger Schwartz Donna Price	444-9017 472-9670	(7)Joe / Lynda Wood Natalie Reid/Kathy Sinstadt	449-2477 458-5229/262-9118
15	(7)Wayne Knorr Cathleen Chambers	472-7468 206-2045	(1)Erma Price/Connie Ballard Marilyn Thompson/Jeannie Donald	472-9670/449-9671 450-4057/440-2279
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24/25	TBA Christmas Eve/ Christmas Day			

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29	(2)Ruth/Laurel Lawrence	444-9098	(3)Darlene/Mike Greenbank Jeanne Sayre/Maureen Sparks	260-9372 472-5823/474-0177
JAN 5	(3)Ben Mersereau Dennis Williams	457-0558 474-0304	(4) Mary Wilson/Bob Thomas Alexa Trusiak/Lisa Stewart Munn	472-7008/472-2000 262-0964/455-3617
12	(4)Erma Price Connie Ballard	472-9670 449-9671	(5)Ruth/Alex Lebarron Donna Bartley/Cherice Newman	444-8891 444-0410/472-9200

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Dear Volunteers,

Every effort has been made to accommodate your availability. But because it takes four volunteers to prepare and serve lunch for the congregation, please call someone on the list to replace you or call me if no one is available if the schedule does not work for you on a certain Sunday.

SIDEPERSONS/COUNTERS

- 1.) Should be at the Church by 9:45 to greet parishoners and hand out bulletins. Helping parishoners find seating is also appreciated, especially guests and first-timers who may not be familiar with our seating configuration.
- 2.) Instructions for counting the offering have been updated and are attached, so please make sure you read them thoroughly to help familiarize yourself with the task.
- 3.) A Counter is in a collection basket to record the number of parishoners present.

FELLOWSHIP VOLUNTEERS

IMPORTANT – HANDS MUST BE WASHED THOROUGHLY BEFORE HANDLING ANY FOOD OR UTENSILS USED IN THE PREPARATION OF FOOD. PURSES AND OTHER ARTICLES SHOULD NOT BE PLACED ON COUNTERS OR ANY SURFACE WHERE FOOD IS PREPARED, INCLUDING THE DISWASHER COUNTER AREAS.

- 1.) Should be at the church by 9:30.
- 2.) Coffee should be made in the coffee machine for the choir, volunteers and those arriving early who would appreciate a 'cuppa.' Fellowship begins the moment we enter the building!
- 3.) Cookies, chips and other edibles are stored in an upper cupboard left of the sink nearest the door.
- 4.) A children's table should be set up. A plate of bread and bowl of cheese should be served in addition to chips, cookies, juice and water

Food/Beverages to be served:

- 1.) Large urns should be used - 1 for tea and 1 for coffee and they are marked. Instructions are on the wall behind the coffee machine. 6 coffee carafes and 6 tea carafes should be used – 3 at each end of the table.
- 2.) **Four** loaves of buttered bread should be used every week with the exception of the Shared Lunch on the first Sunday of each month. If other food is provided, any unused bread should be put in a plastic bread bag and stored in the freezer – the bags the bread comes are not designed to keep bread fresh.

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- 3.) 6 pitchers of milk are used, 3 at each end of the tables.
- 4.) 2 small bowls each of Sugar and Splenda - 1 of each at the end of each table.
- 5.) 2 containers of stir sticks, 1 at the end of each table.
- 6.) napkins placed at the end of each table.
- 7.) 2 pitchers of juice on the children and 1 pitcher of water.
- 8.) 2 pitchers of water at each table.

Thank you to Joe Wood for picking up all the supplies we need for our fellowship activities and thank all of you for serving in this very important ministry to each other. We've been over and over how much the fellowship lunch is appreciated by all who partake!

Sincerely,

Lynda Wood'
449-2477

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Instructions for Counting the Offering

An Offerings Sheet is provided. Both columns on the sheet need to balance, so please use the following method:

- 1.) Regular and all other Envelope offerings are recorded on the left hand column of the sheet.
- 2.) **Before opening any envelopes**, count the loose offering first (coin, bills and cheques) and record this amount in the Open Offering column also on the left of the sheet.
- 3.) Regular Offering Envelopes: please make sure the amount in the envelope is the same as what's entered on the front of the envelope. If there is a discrepancy, make the correction on envelope so Mary will know the correct amount for record purposes.
- 4.) Open all other envelopes as per #3.
- 5.) Blank spaces are available for envelopes that are not designated on the sheet, e.g. Building Fund.
- 6.) Stack bills by denomination for ease of counting and recording.
- 7.) Count and record all bills, cheques and coins on the right hand column of the sheet.
- 8.) Add both columns – they should balance. If they don't, recount the money and the envelopes. If they still don't balance, the money is always right. Make a note of the discrepancy on the sheet for Mary.
- 9.) Initial and date the sheet.
- 10.) Record the Offerings in the Weekly Offerings Register provided.